



PACKET 4

Managua, Nicaragua _____

Applicant: _____

Number of People: _____ **Preferential Category:** _____

These instructions indicate the steps you must take before programming your appointment for an immigrant visa. **Please read and follow the instructions carefully.** Make sure to mark an **X** when you have finished each step in the corresponding box.

☐ **STEP 1: MEDICAL EXAM:**

All applicants including minors will have to take a medical exam at the clinics authorized by the U.S. Embassy. When ready to go do the medical exam, please identify yourself with: 1) **your passport**, 2) **this letter from the U.S. Embassy**, 3) **vaccine records, if you have any**, 4) **a recent photo, size 2 x 2 inches**.

The total cost of the exams range between US\$ 200 – US\$ 440. Please note that this is an estimate and price will depend on medical history.

PHYSICIANS AUTHORIZED BY THE U.S. EMBASSY TO DO THE MEDICAL EXAMS

Dr. Gilberto Martinez

Clinic Plaza España, from rotonda El Gueguense, 1 ½ block West.

Managua

Tel: 2266-7284 y 2266-7447

Mobile: 8882-4371

Schedule: 8:00 am - 5:00 pm Monday-Friday

Preferably with a scheduled appointment

Dr. Rolando Esparza

Altamira D'Este

Clinica Esparza

De la Vicky 2 blocks North, ½ blocks East

Managua

Tel: 2252-5848 or 2277-0209 y 2277-0180

Mobile: 888-37240

Schedule: 8:00 am - 6:00 pm Monday-Friday

8:00 am - 12:00 Saturday

Dr. Matilde Reyes

Hospital Metropolitano Vivian Pellas

Km 9 ¾ Carretera a Masaya 250 meters West

Managua

Tel: 2255-6900 ext 4310 and 4300

Schedule: 8:00 a.m. – 4 p.m. Mondays and Tuesdays

1:00 p.m. – 4 p.m. Wednesdays and Fridays

9 a.m. – 12:00 pm Saturdays

Preferably with a scheduled appointment

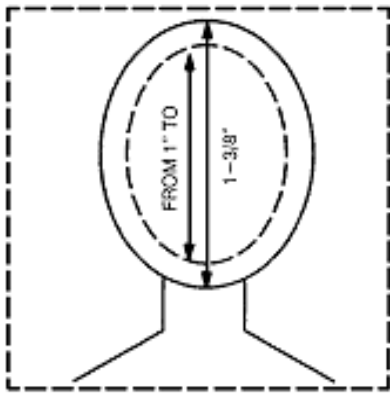
❑ **STEP 2 - LIST OF DOCUMENTS:**

Once you have all documents you can program your appointment. Do not request to program your appointment if you do not have all documents ready. (Mark with an X in each box when you have the document with you)

ALL OF THE APPLICANTS MUST HAVE:

- ☐ Valid passport (with six months validity)
Each applicant must have a passport.

- ☐ 2 recent photographs (color photos 2 x2 inches, with a white background, taken in the past 30 days.)



Accessories that can cover part of your face, including ears and/or any type of veil, are not acceptable.

- ☐ Form DS-230 Part I (if applicable) and Part II (without signing)
In the Form DS-230, Part I and Part II, there are questions regarding specific information. If any question does not apply to your case, answer with the abbreviation "N/A". Each applicant must fill out these form for an immigrant visa. The form is available at http://travel.state.gov/visa/frvi/forms/forms_1342.html.
- ☐ Original birth Certificate from **Registro Central de Managua (Central Civil Registry in Managua) for Petitioner and Beneficiary**. **Note:** It is not necessary to authenticate this document neither with the Foreign Ministry nor with the American Consulate.
- ☐ If your birth certificate has a rectification, or recognition made to it (this information may be found at the bottom part of the certificate) please request in addition to your original birth certificate a **Literal of the birth certificate** from **Registro Central de Managua (Central Civil Registry in Managua)**.
- ☐ If your birth certificate has a reposition made to it (this information may be found in the upper left part of the certificate) please additionally request an **Onlyness certificate from the Central Registry in Managua**.
- ☐ Medical Exam (see instructions on Step 1)
- ☐ Form I-864, Affidavit of Support, completed and signed. **If you have already submitted it to the National Visa Center, it is not necessary to present it. You can find this form at www.uscis.gov**

Usually, the relative (petitioner) in the United States who submits the petition is the sponsor. The sponsor must be an American citizen or legal resident of the United States. This person must have enough income to

support any/all family member(s) that already lives with him/her and also for the person/people who pretend to immigrate. Please check Form I-864P at www.uscis.gov for poverty guidelines.

The beneficiary must have the Affidavit of Support (I-864) and last income tax returns from the sponsor even if the sponsor does not meet the poverty guidelines. If the sponsor does not have or has not filed his/her incomes taxes, he/she will have to present a copy of law that excludes the sponsor from filing any taxes or a letter explaining why he/she has not filed the required tax declaration.

If the sponsor needs to count on the spouse's income, the spouse/household member has to be an American citizen or a legal resident of the United States (present copy green card or U.S. passport), present the filed income tax returns of recent year and present also supplemental form for the Affidavit of Support (I-864A) signed by the spouse or a household member.

If the sponsor does not meet the minimum required to support the immigrants and members of his household, he/she will need to obtain a second sponsor; the second sponsor will have to fill out an additional Affidavit of Support (I-864), copy of his/her green card or U.S. passport, and copy of the last income tax declaration.

- ☐ Income tax declaration of the person who is petitioning you (and of second sponsor, if applicable).
- ☐ Proof of legal residency or U.S. citizenship of the U.S., of the person who is petitioning you. (Copy of green card or U.S. passport).
- ☐ **Proof of the relationship between Petitioner and Beneficiary: pictures, letters, remittances, cards. Emails, etc.**

Only necessary for some applicants (please read carefully)

- ☐ Are you between the ages of 18-80 years old?
If so, then you must present a **Police Record from the Nicaraguan National Police**. If the applicant lived in another country for more than 6 months and had at least 16 years of age, the applicant will need to obtain a police record from the local authorities of that country, including birth place.

Note: In some countries, a police record is not issued. If you need more specific information, please ask the National Visa Center (NVC), telephone (603)334-0700, fax (603)334-0791.

- ☐ If you are eighteen years or older and your visa category is IR-2, F2A, F22, F23, F24, F25, F1, F12, F3, F31, F32, F33, F4, F41, F42, F43, EW?
If so, you will have to present a **Singleness Certificate from the Central Civil Registry in Managua**. (It is not necessary to authenticate this document with neither Chancery nor the American Consulate.

- ☐ Have you or the petitioner been married before?
If so, you will have to present an original marriage certificate

- ☐ Have you or the petitioner ever been divorced before?
If so, you will have to present the original divorce certificate(s)

- ☐ Death Certificate, if the Petitioner and/or Beneficiary have widowed previously.

- ☐ Have you been arrested before?

If so, you will have to present all criminal records. The people who have been convicted of a crime will need to present a copy of the judicial sentence issued by the competent judicial authority; even though the person who was convicted of a crime was granted an amnesty, pardon, or any other act of clemency.

☐ Have you ever been deported?

If so, you will have to present all the paperwork regarding the deportation. Even though if the applicant was removed, deported, or excluded of the United States and has an approved I-212, you will have to present it on the day of your interview.

☐ Have you ever lived in the U.S.?

If so, you will have to present a migratory movement (movimiento migratorio) – It is a document that shows all entries and exists to and from Nicaragua. You may request this document with Nicaraguan immigration authorities.

☐ Have you ever been a member of the armed forces?

If so, you will have to provide all the paperwork needed to prove this. If you have served in the armed forces of another country, you will be required to provide proof from the competent authorities stating that you have been discharged or in active duty.

Note: In some countries you may not obtain proof of military service. If you need more specific information, please contact the National Visa Center (NVC), to telephone (603)334-0700 or fax (603)334-0791.

Once you have marked the boxes regarding your case, please continue with step 3.

☐ **STEP 3: VISA FEE:**

Each person who is applying for an immigrant visa, regardless of age, will have to pay **\$404** (FOUR HUNDRED AND FOUR DOLLARS). In some cases, part of the cost or the total amount may be paid by the petitioner in the United States. **To make sure that the payment has been made, ask the Petitioner if he/she has made the payment to the National Visa Center (NVC).**

If you have not made the payment to NVC, you require paying the visa fee of **\$404** in cash or credit card, for each applicant. You will pay the visa fee on the day of your interview. We do not accept checks.

Once you have made the payment for the cost of the visa, mark the box regarding step 3 and proceed to step 4.

❑ **STEP 4: HOW TO SCHEDULE YOUR INTERVIEW:**

When the beneficiary has all the required documents, he/she will have to fax a signed declaration sheet to our offices at the following number:

2252-7250

Attn: Immigrant Visa Unit

You may send an e-mail requesting an appointment at: managuaconsulariv@state.gov

If you do not have access to a fax, send by mail only this sheet to:

**U.S. Embassy
Consular Section
Km 5.5 Carretera Sur
Managua, Nicaragua**

Or send an e-mail to managuaconsulariv@state.gov

Please state your name and case number as shown in the first sheet of this letter. Please make sure to mark the boxes indicating that you have all the required documents for your interview. Please take into consideration, that if you do not have all the required documents when you schedule the appointment, your appointment will not be scheduled.

❑ **STEP 5: THE INTERVIEW:**

After we receive your ready for interview sheet, we will call you informing you on when your interview date will be. In case that you do not have a telephone, we will send you a letter and mail it to the address that you have provided or to your email address.

On the day of the interview you must be present at the Consulate's entrance at 8:00 a.m. Your name will be on a list so you may be allowed to enter. **You will have to bring all the documents that we have requested for the interview.** Once you enter the waiting area, you may be seated and wait until you are called upon by your name to be attended.

We cannot assure that your visa will be approved. The Consular Officer will make the final decision according to the US immigration laws. In most cases, a visa is valid for 6 months as of the issue date, which means that you have 6 months to enter the United States.

Everyone who comes to their residency interview and have their visa applications approved that day, your resident visa packet will be sent through the courier service provided by Bancentro. The applicant will have to pay \$7.00 dollars plus at the time of the delivery.

All your family members who are applying for US residency y that are mentioned in this letter will have to be present at day and time specified. If you are not physically present at the Consulate on the day of the interview, it will not be possible to process your immigrant visa application. If you cannot come to this appointment, please contact us via email at the following address: managuaconsulariv@state.gov.

If you need additional documents, your visa will not be approved on the day of your interview, however we will explain on how and when to submit the pending documents. No not make any traveling arrangements to the United States until your visa has been approved.



Request sheet for Immigrant Visa Interview

Name (s): _____

Case Number: _____

Please mark the boxes indicating that you have all the documents needed to schedule your interview:

- ☐ STEP 1: MEDICAL EXAMEN
- ☐ STEP 2: LIST OF DOCUMENTS
- ☐ STEP 3: VISA FEE

I request that my interview sheet be sent to the following address:

Telephone: _____

Email: _____

Date

Firma

Send by Fax:

2252-7250

Attn: Immigrant Visa Unit

Send an e-mail to: managuaconsulariv@state.gov

If case that you do not have access to a fax, send this sheet by mail to the following address:

**Embajada de USA
Sección Consular
Km 5. 5 Carretera Sur
Managua, Nicaragua**